

# Training Safety Programs



## High-Risk Training Survey Checklist

REVISION (HR-(H))

DATE REVISED: 15 Jan 09

## **Introduction**

Unfortunately, valuable lives are lost or changed forever due to injury during formal training each year. In addition, even more man-hours are lost due to unnecessary & negligent injuries. In every case, the training pipeline is disrupted and millions of dollars are wasted. Many mishaps might have been prevented if the personnel were practicing the 5-step process of Operational Risk Management (ORM), inclusive or above the curriculum standards.

Most accidents result from; improperly performing an action (either knowingly or otherwise), lack the requisite training, insufficient knowledge or motivation, or personnel fail to recognize the hazards and risks involved. To achieve a significant reduction in mishaps and accidents, hazards must be reduced and personnel must learn to recognize the remaining hazards and train safely around them. An ORM culture may save lives.

The purpose of the High-Risk Training Safety Review Checklist is two fold. When completed by a team of Safety Specialists from the Naval Safety Center it provides the Commanding Officer (CO), or Officer-In-Charge (OIC), with an unbiased overview of the school's current high-risk safety posture. Secondly, it may be used as a guide by the command to evaluate each high-risk course against a known standard as an internal evaluation. The safety survey checklists are based on the latest directives, however they are not all-inclusive. They provide a safety-oriented guide, which should highlight any areas of concern within the program.

Since conception, we believe this checklist has developed into a useful tool and we hope it will be used as an adjunct to an aggressive accident prevention program in the attainment of the highest degree of safety awareness. We at the Naval Safety Center are here to assist you. Please feel free to contact us at any time with questions or comments. Naval Safety Center, 375 A Street, Norfolk, VA 23511-4399, [www.safetycenter.navy.mil](http://www.safetycenter.navy.mil), or (757) 444-3520 x7174,5,6.

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## **References**

- (a) OPNAVINST 3500.39 Series, Operational Risk Management (ORM)
- (b) OPNAVINST 1500.75 Series, Safety Policies and Procedures for Conducting High-Risk Training
- (c) OPNAVINST 5102.1 Series, Mishap Investigation and Reporting
- (d) NETC SAFETY DISTRICTS MSG 2515005Z FEB 08
- (e) OPNAVINST 5100.23 Series, Navy Occupational Safety and Health Program Manual
- (f) NAVEDTRA 135B, Navy School Management Manual
- (g) NETC Pensacola MSG 171624Z NOV 03
- (h) OPNAVINST 5100.19 Series Navy Occupational Safety and Health Manual For Forces Afloat
- (i) NASTP Standard Operating Instruction thru Change 3

## **Definitions**

1. **Formal Training** - Training conducted in a classroom, laboratory, or field exercise for which a Course Identification Number (CIN) is assigned.
2. **High-risk training** - Basic or advanced individual or collective training (traditional, non-traditional, or unit level) that exposes students and instructors to the risk of death or permanent disability if safety precautions are not instituted and adhered to during execution. Formal, traditional, non-traditional, and unit level training will be considered high-risk when a deliberate, or in-depth risk assessment has identified evolutions that have the potential to expose instructors and/or students to moderate Risk Assessment Code 3 (RAC 3), serious (RAC 2), or critical (RAC 1) risks as defined in reference (a), or as designated by higher authority. Some examples of high-risk training are: Flight Training, Parachuting, Rescue Swimmer, SEABEE Quarry Blasting, Diving, Explosive Ordnance Disposal (EOD), Small Arms Training, Basic Underwater Demolition/SEAL (BUD/S) training, and Survival Escape Resistance and Evasion (SERE).
3. **Training Mishap** - Any mishap that occurs to instructors or students while conducting formal, traditional, non-traditional, or unit level training as a result of the curriculum or the environment (including training devices) as identified in reference (b).
4. **Yes** - In compliance with applicable instruction(s).
5. **No** - Not in compliance with applicable instruction(s).
6. **Not Applicable (N/A)** - Does not apply.
7. **Remarks** - Amplifying comments.

## **Training Command and School Contact Information**

COMMAND	NAME	COMMERCIAL	DSN
		EMAIL or WEB	
Commanding Officer			
Executive Officer			
Safety Officer			
Command			
Address			

### **School**

TITLE	NAME	COMMERCIAL	DSN
		EMAIL or WEB	
Training Safety Officer			
Division Officer			

### **Course(s)**

CIN	COURSE NAME	COURSE SUPERVISOR	COMMERCIAL	DSN
			EMAIL or WEB	

### **Naval Safety Center Surveyors** [www.safetycenter.navy.mil](http://www.safetycenter.navy.mil)

TITLE	NAME	COMMERCIAL	DSN
		(757)444-3520 x7174	564
		(757)444-3520 x7175	564
		(757)444-3520 x7176	564
			564

In Brief Date	
Out Brief Date	

# **1. Course Safety Administration**

<b>Admin</b>	
<p>1. Are all training-related, first aid, medical treatment, and lost time injuries incidents recorded and reported/investigated as required?</p> <p>Ref: OPNAVINST 5102.1D [Chap 3, para 3003], OPNAVINST 1500.75A [para 6.c.8,17], NASTP SOP [para 405.3.h-i]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>1a. Are locally held mishap records or software systems reconciled against WESS?</p> <p>Ref: OPNAVINST 5102.1D (Change 2 pending as of 15 Jan 2009)</p>	
Remarks:	
<p>2. Are copies of all training related mishap records and reports retained, either electronically or hard-copy, for a minimum of five (5) years?</p> <p>Ref: OPNAVINST 5102.1D [Chap 3 para 3003.2], NASTP SOP [para 404]</p>	
Remarks:	
<p>3. Are mishap statistics for all formal training courses being analyzed to determine if curricula or procedure modifications are needed to reduce or eliminate the risk of mishaps?</p> <p>Ref: OPNAVINST 1500.75A [para 6.c.8,18], NASTP SOP [para 405.1.g]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>4. Are students indoctrinated in safety requirements, precautions and safeguards incorporated in the curricula prior to the start of training?</p> <p>Ref: OPNAVINST 1500.75A [para 10,11,15], NASTP SOP [para 403.8.a-d]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>5. Are students indoctrinated in definitions and procedures for reporting mishaps, near misses and unsafe conditions?</p> <p>Ref: OPNAVINST 5100.23G [para 1404.a], NASTP SOP [para 403.8.d]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>6. Have sufficient numbers of high-risk instructors completed a recognized American Red Cross, (ARC) or American Heart Association (AHA) First Aid and cardiopulmonary resuscitation (CPR) or Basic Life Support (BLS) qualification program to ensure a minimum of 2 qualified personnel are present during all high-risk evolutions?</p> <p>Ref: OPNAVINST 5100.23G [para 0602.f.(1)], NASTP SOP [para 508.1]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

***Admin (continued)***

<p>7. Are all swimming, water survival, rescue swimmer, Diver, SEAL, Survival, firefighter, electrician/electronics instructors qualified per question 6?</p> <p>Ref: OPNAVINST 5100.23G [para 0602.f.(2)], NASTP SOP [para 508.1]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>8. Do the instructors maintain their ACB/AHA/CPR/BLS qualifications throughout their tour?</p> <p>Ref: OPNAVINST 5100.23G [para 0602.f.(1)(c)], NASTP SOP [para 508.1]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>9. Is emergency oxygen available on scene during all aquatic and firefighting training?</p> <p>Ref: NASTP SOP [para 803.4, 1204.2.e, 1304.2.e, 1404.2.e, 1604.2.e, 1804.2.e, 2704.2.d, 3104.2.d, 3204.2.d]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>10. Is a corpsman, paramedic, emergency medical technician (EMT), or other person qualified to administer supplemental oxygen (IAW the U.S. Department of Transportation, 1994 or subsequent revised curricula) during all evolutions as stated in question nine (9).</p> <p>Ref: NASTP SOP [para 508.2]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>11. Is a Preventive Maintenance System (PMS) and spot check program in place for all training equipment, devices, and Personnel Protective Equipment (PPE)?</p> <p>Ref: OPNAVINST 1500.75A [para 6.c.22], NASTP SOP [Chap 6]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>12. If no formal Site Augment Plan is required, has a negative report been submitted?</p> <p>Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.5.1 Step 4]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	

## **2. Training Safety Officer(TSO)**

<b>(TSO)</b>	
1. Has the Commanding Officer designated, in writing, a Training Safety Officer for over-site of each high-risk course or group of courses?  Ref: OPNAVINST 1500.75a [c.(16)], NASTP SOP [para 405.1.j, 405.3.b, ]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
2. Is the TSO at least an E-6 (E-7 or above preferred)?  Ref: NASTP SOP [para 405.3.b]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
3. Is the TSO required training locally developed and in writing (i.e., completion of locally prepared Job Qualifications Requirements (JQR))?  Ref: NASTP JQR [pg 4-15], NASTP SOP [para 405.3.d], OPNAVINST 1500.75A [para 6.f.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
4. Does the TSO required training consist, as a minimum, of the following;  Ref: OPNAVINST 1500.75A [para 6.f.(1)-(6)], NASTP SOP [para 405.3.a-q]	
(a) Review of Standard Operating Procedures (SOP)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Review of OPNAVINST 1500.75 Series	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) Review of OPNAVINST 5100.23 Series	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) Review of NAVEDTRA 135B	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(e) Subject matter doctrine	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(f) Training Safety Officer Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(g) Training Safety Officer Duties	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(h) Appropriate curricula	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(i) Core Unique Instructor Training Guides (CUIT)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(j) Familiar with all high-risk evolutions to the extent necessary to properly evaluate them and their associated training devices?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
5. If the TSO is also the Command Safety Manager, has the additional training been completed? Ref: OPNAVINST 5100.23G [chap 6]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



Remarks:

***TSO (continued)***

6. Is the TSO familiar with curricula objectives and evolutions including;

Ref: OPNAVINST 1500.75A [para 6.f.(1)-(6)], NASTP SOP [para 405.3.e]

(a) Approved training procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Safety precautions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) Emergency procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) Training facilities and equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(e) Drop On Request (DOR) and Training Time Out (TTO) procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remarks:

7. Does the TSO observe high-risk training evolutions and assess compliance with approved training procedures, safety precautions, and emergency procedures?

☐ Yes  
☐ No  
☐ N/A

Ref: OPNAVINST 1500.75A [para 6.f.(3)], NASTP SOP [para 405.3.f]

Remarks:

8. Does the TSO report observations, results and recommendations to the Commanding Officer/Officer in Charge?

☐ Yes  
☐ No  
☐ N/A

Ref: OPNAVINST 1500.75A [para 6.f.(3)], NASTP SOP [para 405.3.k]

Remarks:

9. Has the Commanding Officer/Officer in Charge determined the frequency of observations required based on the nature of training?

☐ Yes  
☐ No  
☐ N/A

Ref: OPNAVINST 1500.75A [para 6.f.(3)], NASTP SOP [para 405.2.g]

Remarks: Survey member comment on established frequency.

10. Does the TSO monitor the training safety program to ensure that the Commanding Officer's responsibilities in NAVEDTRA 135B are being properly executed?

☐ Yes  
☐ No  
☐ N/A

Ref:

Remarks:

### **3. SCREENING FOR HIGH-RISK INSTRUCTOR DUTY**

<b><i>Instructor Screening</i></b>	
1. Upon receipt of an instructor nominee's orders, does the gaining command: Ref: OPNAVINST 1500.75A [Encl 1, para 2.a]	
(a) Coordinate with the detaching command to initiate instructor screening?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Provide detailed guidance to the detaching command as to the extent of screening desired?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
2. Does the Commanding Officer ensure that every instructor is properly screened prior to teaching students?  Ref: OPNAVINST 1500.75A [Encl 1, para 2.b.(4)], NASTP SOP [para 405.6.a-e]	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Remarks:	
3. Do all high-risk instructors have the following screening procedures completed? Ref: OPNAVINST 1500.75A [Encl 1, para 2.b], NASTP SOP [para 405.6.a-e]	
(a) Service Record Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Physical Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) Medical Officer Interview, Record Review and Questionnaire	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) Commanding Officer's Interview	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
4. Has the gaining activity interviewed the candidate and reviewed the results of the screening?  Ref: OPNAVINST 1500.75A [Encl 1, para 3.e]	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Remarks:	
5. Are service record reviews and personal interviews conducted by the Commanding Officer? (The interviewer may be the Executive Officer, Director Of Training, Cognizant Department Head(or their equivalents if designated in writing by the C.O.)  Ref: OPNAVINST 1500.75A [Encl 1, para 2.b(4), 6.c.(21)], NASTP SOP [para 405.6.d]	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Remarks:	

6. Does the Commanding Officer conduct additional screening or decertify an instructor at any time for negative performance or behavior?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 405.6.g.(1)]	
Remarks:	

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<b><i>Inst. Screening Continued</i></b>	
7. Is a page 13 entry made in the prospective instructors service record indicating that the candidate was screened and found suitable/unsuitable for high-risk instructor duty?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [Encl 1, para 3.f], NASTP SOP [para 405.6.e]	
Remarks:	
8. Does the Commanding Officer/Officer in Charge or his designated representative sign the page 13?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [Encl 1, para 3.f], NASTP SOP [para 405.6.e]	
Remarks:	

#### **4. Instructors Training and Qualification**

<b><i>Instructor Training/Qualification</i></b>	
1. Do prospective instructors possess the 9502 NEC or equivalent required for their job assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Note: Previous IT schools graduates are not required to attend IT schools again, provided evidence exists on page 13.</i>	
Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.3], NASTP SOP [para 505.1.b]	
Remarks: * question about equivalent courses	
2. Are prior IT schools graduates required to complete on-site training and re-qualification before assuming instructor duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.3], NASTP SOP [para 505.2.a-f]	
Remarks:	
3. Does the prospective instructor received Command and Course indoctrination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.5.1 Steps 1&2], NASTP SOP [para 502]	
Remarks:	

<p>4. Do prospective instructors, attend as a student, the high/moderate-risk segment of the course for which qualification is to be granted?</p> <p><i>The CO, based on prior training and experience, may waive this. Recommend annotation in the instructor's training record.</i></p> <p>Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.5.1 Step 3], NASTP SOP [para 505.2.c]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks: Survey team member observe application if possible.</p>	

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<p><b><i>Instructor Training/Qualification (continued)</i></b></p>	
<p>5. Have all prospective instructors completed the CUIT and any necessary Site Augment Training prior to attending the course as an instructor trainee?</p> <p>Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.5.1 Step 4]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>6. Prior to practice teaching, do instructor candidates observe the course in session and personalize their Instructor Guides?</p> <p>Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.5.1 Step 5], NASTP SOP [para 505.2.b-c]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>7. Do prospective instructors practice teach in a normal classroom setting under direct supervision or a simulated classroom setting with peers as students prior to qualification?</p> <p>Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.5.1 Step 5], NASTP SOP [para 505.2.d]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>8. Do prospective instructors receive at least two (2) satisfactory evaluations?</p> <p><i>Note: Two(2) evaluations assess technical knowledge of the subject matter and instructional delivery skills.</i></p> <p>Ref: NETC PENSACOLA MSG [171624Z NOV 03, para 2b], NASTP SOP [para 505.2.a]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>9. After a prospective instructor has received 2 satisfactory evaluations, (2 Technique) does the certifying authority officially certify the instructor and ensure it is documented in the instructor training record?</p> <p>Ref: NAVEDTRA 135B Chap 2, Sect 4.0 para 4.5.1 Step 7, NASTP SOP [para 505.2.e]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>10. Is a process in place to ensure technical competency of a certified instructor prior to assigning new material to teach?</p> <p>Ref: NAVEDTRA 135B [Chap 2, Sect 4.0 para 4.5.1 Step 8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remarks:	
11. Does the CUIT include demonstrating knowledge of the pre-mishap plan for applicable courses or course segments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: Safety Center Recommendation, NASTPSOP [para 402]	
Remarks:	

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<b><i>Instructor Training/Qualification (continued)</i></b>	
12a. Are Instructor Evaluation forms CNET-GEN 1540/4 (REV 9-99) and Laboratory Instructor Form CNET-GEN 1540/11 (REV9-99) being utilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 5, Sect 2.0, 2.2 and Appendix D&E]	
12b. Are Instructor Evaluation forms NSTI Form 1550/27 (rev 5-07) and NSTI Form 1550/28 (May 2007) being utilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP Appendix B pg B-67-70.	
Remarks:	
13. For instructors who teach classroom and laboratory periods, do instructor evaluations approximate the same ratio of lessons conducted in each environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 5 Sect 2.0 para 2.1], NASTP SOP [para 506.1]	
Remarks:	
14. Is quarterly in-service training being conducted and documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 2, Sect 1.0 para 1.2], NASTP SOP Appendix C pg C-9.	
Remarks:	
15. Is the status of the in-service training program, monitored by CISO and summarized as a training quality indicator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 2, Sect 1.0 para 1.2], NASTP SOP para 405.3.f-g	
Remarks: Monitored by the TSO.	
16. Do instructors know the following:	
(a) Drop on Request (DOR) policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [para 4.a.], NASTP SOP [para 405.5.h]	
(b) Training Time Out (TTO) policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [para 4.k.], NASTP SOP [para 405.5.f]	
(c) Emergency Action Plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [para 4.b.], NASTP SOP [para 405.5.h]	
(d) What makes the course of instruction high risk?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [para 4.d.], NASTP SOP [para 405.5.h]	

(e) Safety requirements/precautions/procedures for the course of instruction? Ref: OPNAVINST 1500.75A [para 6.c.(4)], Applicable sections of NASTP SOP.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(f) The signs that may impair safe completion of the training exercise such as; panic, fear, extreme exhaustion, or lack of confidence? Ref: NASTP SOP [para 405.5.g]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(g) What the Verbal and Visual TTO signals are? Ref: OPNAVINST 1500.75A [para 4.k.], NASTP SOP [para 405.5.f]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

## **5. Instructor Evaluation Program**

<b><i>Instructor Evaluation</i></b>	
1. Does the command have an instructor evaluation program? Ref: NAVEDTRA 135B [Chap 5, Sec 2.0 para 2.1], NASTP SOP [para 506]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
2a. Does the evaluation program focus on two types of evaluations, unscheduled quarterly and annual? Ref: NETC PENSACOLA [MSG 171624Z NOV 03, para 3 A and D]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2b. Does the evaluation program focus on quarterly evaluations? Ref: NASTP SOP [para 506]	<input type="checkbox"/> N/A
Remarks:	
3. Are unscheduled evaluations (spot-checks) conducted quarterly for all instructors assigned to teach High-Risk Courses? Ref: NETC PENSACOLA [MSG 171624Z NOV 03, para 3d]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
Recommended Best Practice Spot Check.	
4. At a minimum does the instructor receive an annual evaluation? Ref: NETC PENSACOLA MSG [171624Z NOV 03, para 3a]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

## **6. HIGH-RISK COURSE SAFETY REVIEW**

<b>Course Safety Review</b>	
<p>1a. Has the Formal Course Review (FCR) cycle been designated by the Curriculum Control Authority (CCA)?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 5.0 para 5.5.2] and OPNAVINST 1500.75 [para 5.d]</p> <p>1b. Has the annual curricula review cycle been designated by the Curriculum Advisory Board (CAB)?</p> <p>REF: NASTP SOP [para 201.4.a]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>2a. Is the Formal Course Review conducted within the CCA designated cycle?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 5.0 para 5.5.2]</p> <p>2b. Is the annual curricula review conducted within the CAB designated cycle?</p> <p>REF: NASTP SOP [para 201.4.a]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>3. Are procedures established for conducting the <b>Formal Course Review</b>, and is the ten (10) page (FCR) checklist in NAVEDTRA 135B, Appendix H utilized?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 5.0 para 5.5.4]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>4. Has the Commanding Officer designated personnel responsible for conducting the High-Risk Safety Review?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 5.0 para 5.3.1], NASTP SOP [para 405.3.a, 405.1.j]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

<p>5. Has the training activity conducted the annual <b>High-Risk Safety Review</b> for all high-risk courses?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 5.0 para 5.3], NASTP SOP [para 405.3.j]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>6a. Is the High-Risk Safety Review Checklist located in Appendix G utilized when conducting the Course Safety Review?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 5.0 para 5.3.1]</p> <p>6b. Is the Annual Safety Review report located in Appendix C utilized when conducting the Annual Safety Review?</p> <p>Ref: NASTP SOP Appendix C [pg C-29]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

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<p>7. Are courses with irregularities and/or adverse trends:</p> <p>Ref: OPNAVINST 1500.75a {para 4.e}, NASTP SOP [para 405.3.j]</p>	
(a) Being evaluated for possible improvements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Modified to remove or mitigate risk not essential to course objectives and are the changes forwarded to the CCA/CAB?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

## **7. Student Course Safety Review**

<b>Student Review</b>	
<p>1. Do students know the Training Time Out procedures; visual and audible signals?</p> <p>Ref: NASTP SOP [para 403-703.1.b]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>2. Do students know the safety requirements, precautions, and safeguards incorporated in the curricula?</p> <p>Ref: NASTP SOP [para 403.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>3. Are students briefed on the definitions and procedures for reporting mishaps, near misses, and unsafe conditions?</p> <p>Ref: NASTP SOP [para 403.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	



<p>4a. Are the High-Risk Student Critique forms, provided as enclosures to NAVEDTRA 135B, in use?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 3.0, para 3.5 and Appendix F.1.4]</p> <p>4b. Are the Student Critique forms, provided as enclosures to Appendix C to the NASTP SOP, in use?</p> <p>Ref: NASTP SOP Appendix C [C 26-28]</p> <p>Remarks:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>5. Are students critique sheets analyzed to identify potential safety problems?</p> <p>Ref: NASTP SOP {para 703.1.g.2-3}</p> <p>Remarks:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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<p>6. Do students complete Instructor, Course and Quality of Life Critiques at specified intervals as directed by the CCMM?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 3.0, para 3.2.1, 3.2.2, 3.2.3, 3.5 and Appendix F]</p> <p>Remarks:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>7. Are all students, including attrites and drops given the opportunity to complete the student evaluation of course, instructor and quality of life?</p> <p>Ref: NAVEDTRA 135B [Chap 5, Sect 3.0, para 3.3], NASTP SOP {para 703.1.g.2}</p> <p>Remarks:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## **8. Curriculum Review**

<b>Curriculum</b>	
<p>1. Have the safety requirements of references (b), (OPNAVINST 5100.23 Series) and (g), (OPNAVINST 5100.19C), Personnel Qualification Standards (PQS), Preventive Maintenance Standards (PMS), Technical Manuals (TM'S), Naval Air Training and Operating Procedures and Standards (NATOPS), and other source documents been incorporated in the curricula?</p> <p>Ref: OPNAVINST 1500.75A [para 6.c.3]</p> <p>Remarks:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>2. Is the curricula taught at more than one site? Is it standardize, including safety procedures, for all courses?</p> <p>Ref: OPNAVINST 1500.75a [Para 6.c(4), NASTP SOP</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remarks:	
3. Have Drop On Request (DOR) procedures been incorporated in all voluntary course curricula?  Ref: NASTP SOP [para 403.1-2]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
4. Have TTO procedures been incorporated in all appropriate curriculums?  Ref: NASTP SOP [para 403.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

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5. Are TTO procedures briefed with emphasis on evolution specific verbal and non-verbal signals, at the start of each high-risk evolution and re-briefed as required?  Ref: NASTP SOP [para 403.3-4, 405.5.f]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
6. Are the definitions of mishaps, near miss, and unsafe conditions incorporated into all curricula?  Ref: NASTP SOP [para 201.2, 403.8.d, 405.1.c and g]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

## **9. Laboratory Review**

<b>Lab Review</b>	
1. Has the instructor ensured that the student understand the grading criteria standards, including all applicable safety standards and security procedures?  Ref: NAVEDTRA 135B Appendix E [page E-2], NASTP SOP [para 403.8]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
2. Were students made aware if the laboratory session is a practice session or a test?  Ref: NAVEDTRA 135B Appendix E [page E-2], NASTP SOP [para 704.4](test), 1802.3(2)(practice), 2202.3.b(3)(practice)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

3. Were TTO procedures reviewed prior to the high-risk evolution or laboratory?  Ref: NASTP SOP [para 403.3-4, 405.5.f]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
4. Did the TTO brief include verbal and non-verbal signaling methods? Did the TTO brief include TTO signaling for both students and instructors?  Ref: NASTP SOP [para 403-703.1.b]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

<b>Lab Review (continued)</b>	
5. Has the instructor reviewed:  Ref: NAVEDTRA 135B Appendix E [page E-2], NASTP SOP [para 403.3-4, 405.5.f]	
(a) Training Time Out (TTO) Procedures? Ref: NASTP SOP [para 403.1-2]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Personnel Safety Procedures? Ref: NASTP SOP [para 403.8]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) Equipment Safety Procedures? Ref: NASTP SOP [para 403.8]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) Sanitation/hazardous waste disposal procedures? Ref: NASTP SOP [para 403.8]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
6. Were instructors or safety observers assigned in sufficient numbers appropriate to the evolution?  Ref: IAW various sections of NASTP SOP.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
7. Are safety devices present and in good working condition, to include equipment guards and protection devices properly adjusted?  Ref: NAVEDTRA 135B Appendix E [page E-4], IAW various sections of NASTP SOP.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
8. Was the evolution as safe as possible while meeting course training and realism objectives?  Ref:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

## **10. Drop On Request (DOR) Program**

<b>(DOR)</b>	
1. Are students briefed on DOR provisions prior to commencement of the course of instruction?  Ref: NASTP SOP [para 403.1-2]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
2. Do students know the Drop On Request (DOR) procedures?  Ref: NASTP SOP [para 403.1-2]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
3. Is a written summary of action taken made a permanent entry in the student'(s) service record?  Ref: NASTP SOP [para 403.4]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
4. Does the interviewer attempt to determine:	
(a) The real motivation for the DOR request? Ref: NASTP SOP [para 403.2.a(2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) If the decision to DOR manifests some factor encountered during training which may lead others students to DOR? Ref:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) If the student desires to re-enter the program? Ref: NASTP SOP [para 403.2.b]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

(d) Whether student retention is warranted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 403.2.b]		
Remarks:		
5. If student retention is warranted, (and such actions justified in view of the impact upon the training program and upon other students) are other actions, (counseling by chaplain, legal officer, medical professional, change of instructor, etc.) which might cause the student not to DOR considered?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref:		
Remarks:		

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<b><i>DOR (continued)</i></b>	
6. Is the request to DOR made part of the student's training record?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 403.4]	
Remarks: Is training record at training command.	
7. Does the student submit a written request detailing the reason for DOR?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 403.2.a(1)]	
Remarks:	
8. Is the request submitted directly to the training or division officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 403.2.a(1)]	
Remarks:	
9. Are students made aware of the gravity of DOR actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 403.2.a(2)]	
Remarks:	
10. Is a signed, written summary of the interview and recommendations provided to the reviewing officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 403.2.a(1)]	

Remarks:

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## **11. Training Safety Standdown**

<b>Safety Stand-down</b>	
1. Are safety stand-downs conducted at least annually? Ref: NASTP SOP [para 402.2.a]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
2. Are safety stand-downs documented? Ref: NASTP SOP [para 402.2.a(4)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
3. Does the C.O. order safety stand-downs be conducted when: Ref: NASTP SOP [para 402.2.a(1)], NASTP SOP Appendix C [pg 11-12]	
(a) A near miss or mishap occurs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Subsequent to major course revisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) Subsequent to major equipment modification?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
4. Do Safety Stand-downs include a review of: Ref: NASTP SOP Appendix C [pg 11-12]	
(a) Availability and use of mechanical guards including clearly accessible cut-off switches to secure power to training equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Curricula being taught?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

(c) Instructional techniques?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) Training environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(e) Physical and psychological screening procedures? (instructors and students)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(f) Adequacy of staffing, manning, and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(g) In-service training including safety lessons learned, mishap summaries, and other safety-related messages and reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
5. Do safety stand-downs include a review of safety related findings of the latest technical audits, Formal Course Reviews, and Course Safety Reviews?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP Appendix C [pg 11-12]	
Remarks:	

## **12. Medical and Physical Evaluation Procedures**

<b>Medical Evaluation</b>	
1. Are instructor medical record reviews conducted in the presence of the candidate by competent medical authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 405.6.3]	
Remarks:	
2. Are procedures in place to ensure student physical qualification requirements are completed prior to the commencement of high-risk training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 703.1.a and d]	
Remarks:	
3. When program physical qualification requirements are not specified, is the <u>risk factor</u> screening for the PRT utilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref:	
Remarks:	
4. Are procedures in effect to ensure any student answering <b>"yes"</b> to any risk factor screening question will receive medical evaluation counseling clearance prior to the commencement of training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 703.1.a]	
Remarks:	

5. Are procedures in place with the local medical facility to ensure that, when students are evaluated or treated there, they will provide supervisors/instructors with a clear indication of student fitness for training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Reference:	
Remarks:	
6. Does the command require other verification, in addition to the students to inform instructors of changes in their medical status?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref:	
Remarks:	

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<b>Medical Evaluation (continued)</b>	
7. Are students evaluated as <b>unfit</b> or <b>unsuited</b> removed from training immediately until medically cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 405.2.o]	
Remarks:	
8. Are procedures in effect to ensure instructors are informed concerning students who were previously " <b>set back</b> " due to medical conditions, which might cause future problems (i.e., Claustrophobia, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 405.2.p]	
Remarks:	

### **13. Emergency Action Plan (EAP)**

<b>EAP</b>	
1. As a minimum does the Emergency Action Plan include:	
(a) Locations, telephone numbers, radio channels/call signs (if used) of medical, fire department, police/security, and other emergency response teams as required by the nature of training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) Identification and location of emergency devices such as first aid kits, fire extinguishers, emergency oxygen, electrical isolation devices, and other equipment determined by the type of training and location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) Notification list of personnel and chain of command?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



(d) Sources of secondary (non-landline) communications for emergency use if telephones fail? (E.g., cellular telephone or very high frequency [VHF] radio).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 402.3.a-h]	
(e) Muster sites and evacuation routes for non-affected students and instructors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(f) Entry routes for emergency services vehicles/personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [para 4.b], NASTP SOP [para 402.3.f]	
Remarks:	
2. Is the Emergency Action Plan reviewed <b>monthly</b> for accuracy of information? Do supervisors and instructors walk through high-risk training Emergency Action Plans <b>quarterly</b> to validate procedures and verify operability, availability, and applicability of emergency equipment? Is the Emergency Action Plans exercised fully at least <b>annually</b> ? (This is to include participation by appropriate local emergency personnel, and base emergency services/disaster preparedness offices).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NASTP SOP [para 402.2.b-d] [405.3.n]	
Remarks:	

## **14. Operational Risk Management (ORM)**

<b>ORM</b>	
1. Is the ORM process applied in planning, operations and training to optimize operational capability and readiness?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 3500.39B [par 6, and h.1], NASTP SOP [para 106.2]	
Remarks:	
2. Is the Executive Officer designated as the ORM Program Manger and overseeing the command ORM training and implementation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has the Executive Officer ensured, at a minimum, that;	
Ref: OPNAVINST 3500.39B [h.3, h.3.a.1-5]	
(a) There is one officer and one senior enlisted qualified as ORM instructors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(b) ORM training is incorporated into the orientation and training of all personnel, military and civilian.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(c) ORM training is included in Individual Development Training Course (IDTC) plans.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(d) ORM training is documented in member's training record.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
3. Are identified hazards, assessments and controls incorporated into briefs, notices and written plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 3500.39B [h.4]	

Remarks:	
4. Has a thorough risk assessment for any new or complex evolutions been conducted, defining acceptable risk and possible contingencies for the evolution?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 3500.39B [h.5]	
Remarks:	
5. Is the ORM process addressed in safety, training, instructor training and lessons learned reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 3500.39B [h.5] OPNAVINST 1500.75A [par 6.7]	
Remarks:	
6. Is the course designation of high-risk based on a deliberate, or in-depth risk assessment, or as designated by higher authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 3500.39B [para 4.d]	
Remarks:	

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## **15. Course Curriculum Model Manager (CCMM)**

<b>(CCMM)</b>	
1. Are DOR procedures defined, in writing, in the curricula of all voluntary courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [para 6.c.15], NASTP SOP [para 403.1-2]	
Remarks:	
2. Are TTO procedures defined, in writing, in all curricula where appropriate? (Evolution specific TTO procedures should be standardized if feasible, to conform with established fleet distress indicators (e.g., standard small arms range procedures or diving distress signals)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: OPNAVINST 1500.75A [para 6.c.15] & NASTP SOP [para 403.3]	
Remarks:	
3. Are the definitions of mishap, near miss, and unsafe conditions incorporated into all curricula per OPNAVINST 5102 SERIES?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref:	
Remarks:	
4. Are procedures in effect to identify course prerequisites that reflect physical, academic, and performance standards required for successful completion of courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref:	

Remarks:	
5. Are standards (identified in Question 4) and the requirements for parent commands to pre-screen students incorporated in NAVEDTRA 10500 (CANTRAC)? Ref:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
6. Are procedures in place to delete all high-risk evolutions not essential to training objectives or not required for graduation per OPNAVINST 1500.75? Ref:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
7. Are procedures in place to update curricula as necessary to ensure compliance with controlling technical directives? Ref:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

<b><i>CCMM (continued)</i></b>	
8. Are procedures in effect to approve course schedule variations and sequencing of evolutions for participating activities? Ref:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
9. Are procedures in place to recommend, via the CCA, changes to Enclosure (1) of , and OPNAVINST 1500.75A, para 6.c.2, whenever high-risk courses are developed, modified, discontinued, re-evaluated, or elements of risk are introduced into courses not previously listed? Ref:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
10. Has Core Unique Instructor Training (CUIT) for certification of high-risk courses been developed and submitted to the CCA for approval? Ref: NAVEDTRA 135B [Chap. 2.0, Sect 4.0, 4.5.1]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
11. Have required CUIT been distributed to all course sites? Ref: NAVEDTRA 135B [Chap 2.0, Sect 4.0, 4.5.1]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remarks:	
12. Have all teaching sites provided summaries of completed Formal Course Reviews prior to SITTR, SWTTR or MTRR?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 5.0, Sect 5.5.2]	
Remarks:	
13. Have copies of the Formal Course Review Summaries of all teaching sites, been forwarded to the CCA and participating activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B [Chap 5.0, Sect 5.5.3 and 5.5.3]	
Remarks:	
14. If the CUIT does not address site-specific situations, has a Site Augment Plan been developed by the training activity and submitted to the CCA, (copy to CCMM)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ref: NAVEDTRA 135B Chap 2, Sect 4.0 para 4.5.1 Step 4	
Remarks:	